

Privacy Notice

This privacy notice relates to the personal data processed by the Office of Peter Heaton-Jones MP, Member of Parliament for North Devon, in relation to casework and policy queries.

This privacy notice comes into full effect on Friday 25th May 2018, the date that the General Data Protection Regulations come into force.

Who is the data controller?

The data controller is Peter Heaton-Jones, who is registered as such with the Information Commissioner's Office. Registration details are as follows:

Organisation name: Mr Peter Heaton-Jones MP

Registration reference: ZA119284

What does the office do?

Will we share your data with anyone else?

If you have contacted Peter Heaton-Jones MP about a personal or policy issue, we may pass your personal data on to a third-party data processor in order to satisfactorily deal with your case. Such bodies include, but are not limited to, local authorities, government agencies, public bodies, health trusts and regulators. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only for the basis upon which they were originally intended. When they no longer need your data to fulfil this service, they will dispose of the details in line with data protection law.

We will not use your personal data in a way that goes beyond what can reasonably be expected in contacting us, and we will always communicate to you who we have contacted on your behalf.

The CVs and applications of job applicants will be held for a period of up to 6 months.

What rights do I have to my personal data?

At any point whilst we are in possession of your personal data, you, the data subject, have the following rights:

- i) Right of access – you have a right to request a copy of the information that we hold about you.
- ii) Right of rectification – you have the right to correct any data that we hold about you that is inaccurate or incomplete.
- iii) Right to be forgotten – in certain circumstances, you can ask for the data that we hold about you to be erased from your records.
- iv) Right to restriction of processing – where certain conditions apply, you have a right to restrict the processing.

Please note, we will ask for identification should you choose to exercise any of the above rights in relation to the personal data we hold.

1. Contact details

Peter Heaton-Jones MP

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Constituency Office: Church House, Church Lane, Barnstaple, EX31 1DE

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Information Commissioner's Office registration number: ZA119284